



# USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: December 3, 2010

CLOSING DATE: December 20, 2010 11:00 Hrs Accra local time

**SUBJECT: SOLICITATION No. 624-11-006:  
RESIDENT HIRE U.S.PERSONAL SERVICES CONTRACTOR USAID/WA**

Ladies/Gentlemen:

The United States Government, represented by the United States Agency for International Development/West Africa (USAID/WA), is seeking applications from qualified U.S. citizens and Green Card Holders (not also Ghanaian citizens) currently residing in Ghana interested in providing Personal Services Contractor (PSC) services as described in the attached solicitation.

Submission shall be in accordance with this solicitation and at the place and time specified. In order to be considered for the position a candidate must meet the minimum qualifications listed in the solicitation. The Trans-Sahara Counter Terrorism Partnership (TSCTP) Senior Program Management Specialist will be located in Accra, Ghana.

Any questions on this solicitation should be directed to in writing to Cynthia Arde-Acquah at [carde-acquah@usaid.gov](mailto:carde-acquah@usaid.gov).

All applications packages are to be submitted to:

Via courier     **Regional Executive Office  
USAID/West Africa  
No. 24 Fourth Circular Rd. CT  
P.O. Box 1630  
Accra, Ghana**

Via email: [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov). Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be in a format compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB.

Late applications will be not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1

USAID/West Africa anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application.

Sincerely,

Heather Armstrong  
Supervisory Executive Officer

U.S. Agency for International Development  
No. 24 Fourth Circular Rd.  
P. O. Box 1630, Accra-Ghana

Tel: 233-21-741-200  
Fax: 233-21-741-365

**SOLICITATION NUMBER:** 624-11-006

**ISSUANCE DATE:** December 3, 2010

**CLOSING DATE/TIME:** December 20, 2010 AT 15:00 Hours Ghana Time

**POSITION TITLE:** Trans-Sahara Counter Terrorism Partnership (TSCTP) Senior Program Management Specialist.

**MARKET VALUE:** (\$71,674 -93,175) The market value for this position is equivalent to GS-13 level. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

**PERIOD OF PERFORMANCE:** Two (2) years with an option to extend, subject to satisfactory performance.

**PLACE OF PERFORMANCE:** Accra, Ghana

**SECURITY ACCESS:** None required

**AREA OF CONSIDERATION:** Open to all U.S. citizens and Green Card Holders (not also Ghanaian citizens) currently residing in Ghana.

## **1. POSITION DESCRIPTION:**

### **A. Background**

USAID/West Africa has been selected as the regional partner to implement the USAID portion of the multi-agency (USAID, State and Department of Defense) Trans-Sahara Counter-Terrorism Partnership (TSCTP). This strategic partnership represents the U.S. government's single, largest effort to assist potentially vulnerable regional and national actors to constrict the tactical and strategic operating environment of terrorists in the West Africa sub-region. USAID's portion of the TSCTP program is a multi-year effort focused on countering extremism through youth engagement, good governance, media outreach and community development.

USAID/West Africa's Peace and Security Office is managing a \$42 million three-year program (Peace Through Development) which is the USAID West Africa managed portion of the TSCTP program. The program has been operating in two countries in the sub-region for the past 24 months in support of the achievement of TSCTP goals and objectives. As the implementation of the program has progressed, it has expanded and as a result additional technical staff is needed to support the effective implementation and monitoring of this complex, multi-country, multi-agency partnership.

## **B. Basic Function of the Position**

The TSCTP Senior Program Management Specialist (TSCTP SPMS) will be charged with managing and overseeing USAID/West Africa's program in response to the Trans-Sahara Counter-Terrorism Partnership. The TSCTP SPMS will be responsible for the management of USAID's Peace Through Development (PDEV) program currently operating in the sub-region including country-specific activities in Chad and Niger; and other related programs in support of USAID/West Africa's TSCTP goals and objectives in the West Africa sub-region. As currently activities expand and new programs are developed in the medium term, other possible countries where activities are carried out may include Mauritania and Burkina Faso. USAID/WA has Program Managers in these countries who are charged with the day-to-day oversight of TSCTP-funded activities. The TSCTP SPMS will provide overall management and oversight of all USAID/West Africa TSCTP activities in the sub-region. In addition, the TSCTP SPMS will serve as the main coordinator and point of contact for all PDEV activities in the sub-region, serve as the TSCTP liaison with USAID missions and USAID/Washington, as well as provide technical and administrative guidance in all field operations of USAID/West Africa's TSCTP activities to field staff and program implementing partners.

### **1. MAJOR DUTIES AND RESPONSIBILITIES:**

#### **A. Project Management (65%)**

- As the Agreement Officer's Technical Representative, manage the implementation and administration of USAID/West Africa's TSCTP program activities.
- Manage formal review and approval process for annual workplans and planned activities of implementing partner(s) ensuring that implementation remains on track and in support of USAID's goals and objectives under TSCTP.
- Develop terms of reference for special studies, evaluations, assessments and other reviews that may be necessary to help identify implementation challenges and design new activities in support of the achievement of TSCTP in West Africa.
- Serve as the Peace and Security team lead in the oversight and preparation of all internal reporting requirements including program management reviews, annual reports, operational plans, semi-annual portfolio reviews as well as the development of implementation letters, cables, requests for technical changes in program implementation, project agreements, correspondence and other documentation as required.

**B. Financial Management (20%)**

- Primary responsibility maintaining and reporting budget information on the status of project obligations, expenditures, pipelines, and resource requirements pertaining to existing and new TSCTP programs, in consultation with the Peace and Security Team Leader and the Regional Office of Financial Management.
- Prepare and submit reports on the obligation status and resource requirements of all relevant TSCTP and other related activities, as needed, to internal and external audiences, as appropriate.
- Assist in preparing accrual reports for TSCTP and other related activities on behalf of the Peace and Security Team.

**C. Stakeholder and Customer Relations (10%)**

- Produce briefing papers and other activities for program-related visitors (e.g., congressional delegations, senior-level USAID officials).
- Provides guidance and support to visitors and short-term consultants under the Peace and Security and Democracy and Governance Assistance Objectives.

**D. Program Analysis and Design (5%)**

- Provide analysis and research on topics of interest in support of the achievement of TSCTP goals and objectives for West Africa, as needed.

E. Other tasks and functions related to the design, implementation and evaluation of TSCTP activities in sub-Saharan Africa, as appropriate. Periodically the incumbent may be required to perform other related duties not identified above. Such additional duties will normally be assigned by the Peace and Security Team Leader or her/his designee. On occasion, tasks may be assigned by the Mission Director or Deputy Mission Director.

**2. SUPERVISION/OVERSIGHT OVER OTHERS**

None.

### **3. EDUCATION/EXPERIENCE REQUIRED FOR THE POSITION:**

#### **A. Education (20 points)**

A minimum of a Master's degree in Political Science, International Relations, International Development, Law, Business, Public Administration/Public Affairs, Economics or other social science discipline, Statistics or Journalism is required

#### **B. Technical Knowledge (25 points)**

Demonstrated ability to serve as a senior program manager and conduct the full range of responsibilities effectively and in a timely manner is required. Demonstrated ability to organize and effectively plan work in advance, with limited supervision to ensure that programs and tasks do not falter due to lack of effective management and support.

The ability to obtain, evaluate and interpret data and prepare accurate, timely reports is necessary. The ability to identify problems affecting program activities, propose well-thought out strategies to resolve these problems, consult with senior management and field staff, and then implement final decisions and strategies and approaches is necessary.

#### **C. Work Experience (25 points)**

A minimum of five years of job related, professional-level experience in development related activities or one of the areas listed above under Education. Experience working in, for or with international organizations is required.

#### **D. Communication/Language Skills ( 15points)**

Fluency in written and verbal English is required. Strong writing skills in English with the demonstrated ability to prepare succinct narrative reports, sometimes with short deadlines and with minimal supervision is required.

Operational, managerial, and strong analytical and writing skills are necessary, specifically experience in the independent analysis, interpretation, and presentation of complex data in both oral and written form and in precise, accurate, clear and complete formats.

Strong computer skills are essential in order to prepare effective, comprehensive reports and for daily work. Excellent knowledge of and experience with Microsoft Word, Excel and/or other spreadsheet software, database programs such as ACCESS and presentation software such as Power Point, as well as the ability to conduct Internet research and management of other Internet resources, is required.

Ability to read, speak and write French is desirable, but not required and is considered an advantage for evaluation of candidates for the position.

**E. Interpersonal Skills (15 points)**

Strong interpersonal skills, including the ability to work effectively with superiors, subordinates, colleagues and partners, both inside and outside USAID/West Africa, are required, as well as maturity, stability, objectivity, resourcefulness, adaptability, and sound professional judgment. Effective teamwork is an essential factor in successful day-to-day management and operations in USAID/West Africa.

**4. OTHER SIGNIFICANT FACTS:**

**A. Guidelines**

U.S. Government guidance includes laws, legislative initiatives, Congressional interests and concerns and USG policy guidelines are readily available. However, due to the fact that counter-terrorism is an emerging field of study and programming for U.S. assistance, guidelines are not always well-established and clear and sometimes require interpretation to apply them to daily design, implementation, management and reporting on programs and activities. This is particularly important in the context of the TSCTP due to complex funding streams, political and other factors that often must be considered in planning and implementing activities.

**B. Complexity**

The position requires planning, follow-up/implementation and teamwork abilities. The incumbent will be expected to be highly productive and meet short deadlines. S/he must have the ability understand and operate within USAID's regulations regarding procurement, management, budgeting, earmarks, reporting and other aspects of project implementation.

**C. Scope and Effect**

The incumbent provides overall management, oversight and technical direction for all development activities developed by USAID/West Africa for the TSCTP under the direction of the Peace and Security Team Leader. TSCTP comprises approximately 75% of the SO Team's portfolio and funding. It is expected that the TSCTP program will take up approximately 90% of the incumbent's time. However, as necessary, s/he will be tasked to support implementation of other programs in the Peace and Security Office, such as conflict prevention and governance. Successful work will have a significant impact on project beneficiaries and local communities. It will make a positive contribution to USG and relevant host governments' goals and objectives in counter-terrorism.

**D. Personal Contacts**

The incumbent maintains close contact with USAID Washington policy advisors, U.S. embassy personnel working on TSCTP and other related activities, TSCTP activity

managers in all countries where mission TSCTP program activities are carried out, and other U.S. government TSCTP representatives. The incumbent will be required to develop and maintain contacts with relevant host government officials and in-country partner institutions (local, regional and international) assisting USAID with implementation of its TSCTP and related programs. Contacts will include US ambassadors, US embassy personnel, and Department of Defense liaison officials. Contacts may also include host country ministry personnel and host country local government officials, local civil society organizations and community-based organizations.

**E. Level and Purpose of Contacts**

The purpose of contacts is to inform on or elicit information about TSCTP activities in order to perform project management actions and inform U.S. Government policy formulation and/or implementation. This may include information and communication to and with senior U.S. government representatives, host-country representatives, regional institution representatives and other donors. Contacts with the parties mentioned above will often occur in structured settings and in consultation with the Peace and Security Team Leader and the U.S. embassy. These contacts may be necessary to influence and facilitate policy and/or project implementation. At the present time, relationships with the parties mentioned above are cordial and cooperative. The incumbent will not be authorized to make commitments or decisions on policy revisions.

**F. Physical Demands/Work Environment**

The incumbent will spend substantial time (70 -90%) supporting TSCTP activities including aspects of financial oversight and activity monitoring (4-8 trips per year) in Chad and Niger. Main work environment is the USAID mission building in Accra, Ghana.

**g. Supervisory Controls**

The SPMS will work closely with field-based activity managers in countries where project activities are carried out. This coordination role will be conducted in consultation with the Peace and Security Team Leader, who will be consulted on policy and program implementation issues for technical soundness, appropriateness and conformity to policy and program requirements of USAID. The SPMS will report to the Peace and Security Team Leader.

**5. INSTRUCTIONS TO APPLICANTS**

Interested applicants must submit: (i) his/her most current curriculum vitae (CV) or resume; (ii) signed SF 171 or OF 612; and (iii) three (3) to five (5) references, who are not family members or relatives, with working telephone and email contacts, and (iv) a written statement certifying the date and length of time for which the candidate is available for the position; The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. (Note: All applicants must submit complete dates (months/years) and hours per week for all positions listed on the OF-612 to allow for adequate evaluation of your

related and direct experiences. Experience that cannot be qualified will not count towards meeting the experience requirements.)

## **6. LIST OF REQUIRED FORMS FOR PSCS:**

Forms outlined below can found at:

[http://www.usaid.gov/business/business\\_opportunities/psc\\_solicitations.html](http://www.usaid.gov/business/business_opportunities/psc_solicitations.html)

1. Standard Form 171 or Optional Form 612.
2. Contractor Physical Examination (AID Form 1420-62). \*
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or \*
4. Questionnaire for Non-Sensitive Positions (SF-85). \*
5. Finger Print Card (FD-258). \*

\* Forms 2 through 5 shall be completed only upon the advice of the Executive Officer that an applicant is the successful candidate for the job.

## **7. CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCS:**

CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website:

[http://www.usaid.gov/business/business\\_opportunities/psc\\_solicitations.html](http://www.usaid.gov/business/business_opportunities/psc_solicitations.html)

## **8. BENEFITS/ALLOWANCES:**

**As a matter of policy, and as appropriate, a resident –hire PSC is normally authorized the following benefits:**

**BENEFITS:**

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase
- Eligibility for Worker's Compensation
- Annual and Sick Leave

**FEDERAL TAXES:** USPSCs are not exempt from payment of Federal Income taxes.